

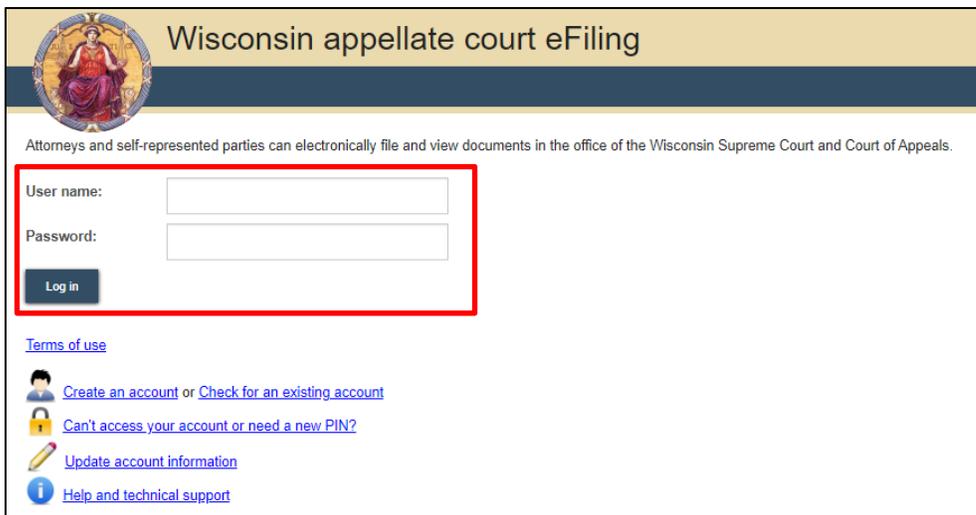
# File a pre-appeal motion with the Court of Appeals or Supreme Court

**Purpose:** Pre-appeal motions should be filed electronically by attorneys to the Court of Appeals. Pre-appeal motions can also be filed with the Supreme Court as a part of an eFiling pilot, **but requires preapproval by the the Clerk of the Supreme Court.**

**Applicable Users:** Attorneys, Self-Represented Parties

## Filing a pre-appeal motion

1. Visit the eFiling website at <https://acefiling.wicourts.gov/>. Enter your eCourts user name and password, and select **[Log in]**.



2. Select **[New filing]** or **File a new case** to initiate the new case.



3. Select the appropriate Court type and select Writ for the Filing type. Fill out the **Circuit court county**, **Case number**, and if applicable, indicate if you are a **government filer**. Select **[Continue]**.

### Case information

Mandatory appellate eFiling does not yet include Supreme Court filings, although the Supreme Court is beginning pilot cases in eFiling. Unless the clerk of the Supreme Court has preapproved a case for eFiling, paper copies must be filed with the Clerk of the Supreme Court either via mail or by hand delivery during regular business hours, and the eFiling system will not effectuate service for you in the Supreme Court.

**Court type**

Court of Appeals × ▾

**Filing type**

Pre-Appeal Motion × ▾

**Circuit court county**

Required. Select an option ▾

**Case number**

Required

Are you a government filer?

Yes  No

**Continue**

4. Select the **Add party button** to add parties to the case.

### Parties

**Add party**

| Party type                 | Name | Attorney | Actions |
|----------------------------|------|----------|---------|
| This filing has no parties |      |          |         |

**Previous** **Continue**

5. Complete the party window. Start by choosing a **Party type**. When applicable, select the **[Add attorney]** button to add the attorney representing the party on the case,

then select **[Save]**.

Wisconsin appellate court eFiling

Appeals court | Circuit court

new filing | in progress | my cases | opt in | notifications | non-party filing | support | ready to file | Mark Eisenberg

Case information | **Parties** | Documents | Review

### Parties

**Party type**  
 Required. Select an option

Person  Business

First name: Required  
 Middle name  
 Last name: Required  
 Suffix

Address 1  
 Address 2

ZIP  
 City  
 State  
 Country: Select an option

Party attorney(s)  
 Add attorney

Save | Save, and Add next party | Cancel

- Once you're done adding all parties, review them for accuracy and select **[Continue]**.

Wisconsin appellate court eFiling

Appeals court | Circuit court

new filing | in progress | my cases | opt in | notifications | non-party filing | support | ready to file | Mark Eisenberg

Case information | **Parties** | Documents | Review

### Parties

Add party

| Party type | Name       | Attorney               | Actions  |
|------------|------------|------------------------|--|
| Petitioner | John Smith | Eisenberg, Mark Arthur | <a href="#">Edit</a><br><a href="#">Remove</a> |
| Respondent | Jane Smith |                        | <a href="#">Edit</a><br><a href="#">Remove</a> |

Previous | **Continue**

7. Select the **[Upload documents]** button to browse for and upload documents. Review the bulleted list to ensure your documents have been formatted properly.

Wisconsin appellate court eFiling

Appellate court Circuit court

new filing in progress my cases opt in notifications non-party filing support ready to file Jacob Prose

Case information Parties Documents Review

## Documents

Upload your filing and additional documents below.

- Except for an appendix, affidavit, or exhibits, please upload all documents as text searchable PDFs.
- All documents must have a blank top margin of at least 1/2" on each page to leave room for a system-added header.
- All documents must leave a blank 2"x2" square in the top-right corner of the first page to accommodate the court file stamp.
- Documents must be less than 20 MB in size and standard letter or legal size.

To upload multiple documents, first select a file you want to upload and then press and hold the Ctrl key while selecting each of the other files to upload.

**Upload documents**

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| File name | Status | Document type | Document title | Seal | Remove |
|-----------|--------|---------------|----------------|------|--------|
|           |        |               |                |      |        |

Previous Continue

8. From the **Document type** dropdown menu, select the correct document type and enter the descriptive title in the **Document title** text entry field. Select **[Continue]**.

| File name                             | Status          | Document type                           | Document title    | Seal                     | Remove                 |
|---------------------------------------|-----------------|---|-------------------|--------------------------|------------------------|
| <a href="#">Pre-Appeal Motion.pdf</a> | Upload complete | Miscellaneous Motion on Pre-Appeal case | Pre-Appeal Motion | <input type="checkbox"/> | <a href="#">Remove</a> |

Previous **Continue**

9. On the Review page, review the filing for accuracy. Select a document link to open and view any of your uploaded files. The **Transmittal notes to clerk** text entry field functions like a virtual sticky note on your filing. Anything entered in this box is displayed to the clerk while they process your filing but is deleted once it is accepted. These notes are not seen by the court and are not permanently saved to the case.

Select [**Continue**] to proceed.

## Review

Court of Appeals : Pre-Appeal Motion  
Circuit case: Jefferson, 2020CF000015

### Parties

**Petitioner** : John Smith  
123 Fake St.  
Madison WI 53715  
US  
Attorney: Brunette, Jacob

**Respondent** : Jane Smith  
222 Fake st.  
Madison WI 53715  
US  
Attorney:

### Documents

[Miscellaneous Motion on Pre-Appeal case - Pre-Appeal Motion](#)

**Transmittal notes to clerk**  
(These notes will be deleted upon the processing of the filing, are not seen by the court, and are not a part of the court record.)

*Please type any notes to the clerk here.*

10. On the **Ready to file** page, select the checkbox next to filing(s) you wish to submit or select the checkbox next to **All filings** to submit all filings for Supreme Court and Court of Appeals filings. Select [**File**].

## Ready to file

All filings

New case filing  
Court of Appeals : Pre-Appeal Motion, Jefferson : 2020CF000015  
Documents:  
• [Miscellaneous Motion on Pre-Appeal case - Pre-Appeal Motion](#)  
[Edit](#) [Delete](#)

11. Once you submit your filing, it transmits to the Supreme Court and Court of Appeals office to be processed by the clerk. You will receive an email confirmation, and the

file-stamped document(s) will be visible on the **My cases** page of the Appellate eFiling website, where you can print them for paper notice parties on the case.

## eFile Support

Contact the eFile support center if you have further questions. Staff are available Monday through Friday, 8:30 a.m. to 4:30 p.m., except for court holidays.

Phone: 1-800-462-8843

Online support form: <https://www.wicourts.gov/ecourts/efilecircuit/efilefeedback.htm>

Email: [efilesupport@wicourts.gov](mailto:efilesupport@wicourts.gov)